

Appendix B

Operator-In-Training Standards

The purpose of the Operator-In-Training (OIT) classification is to provide an entry-level classification in the Operator Job Progression Series for individuals lacking the experience to qualify for entry into the Operator classification. The goal is to train the incumbents so as to allow them to move through Gate I into the Operator classification and to concurrently compensate them at the level for which they are qualified.

Under normal circumstances, new OITs are hired into the day operations group. Once hired, the OIT and their supervisor will develop a training plan which will be used in scheduling training and which will be focused upon providing the employee with basic operating skills and a basic understanding of the plant. While in day operations, they will provide operations support under the supervision of Operators and Senior Operators, which will provide some training opportunities.

While it is possible to learn some aspects of operations while on days, it is necessary that an OIT be assigned to shift for training purposes, as this is the only way to become knowledgeable about the interrelations between different treatment processes and familiar with the idiosyncrasies of the plant over various weather/season conditions.

A major goal of the organization is to move OITs through Gate I and increase their skills as an Operator once they do so, in as a timely manner as possible commensurate with their skills and within the limits of the business need. In order to do this, it is important that the OIT work with his/her Supervisor to identify training opportunities that further this goal with the recognition that compensation will progress in accordance with the employee's progression through the series.

In order to be effectively trained, it is important that the new OIT receive one on-one-training for a period of time; however, it is expected that s/he will be given greater responsibility to work an area over time. Following is a proposed set of standards for determining when an OIT will be allowed to work in an area under general supervision.

1. When the OIT is assigned to shift, s/he will work with his/her Supervisor to develop a training plan, including which plant area s/he will be learning.
2. Until the OIT has successfully completed the area book and been signed off, s/he will not be assigned to an area alone. If it is normally a two (2) person area, the second person must be a fully qualified Operator/Senior Operator and a routine check-in must be maintained with the OIT having clear instructions regarding contacting either the other Operator/Senior Operator or their Supervisor if there are any situations outside his/her training. In this case, a qualified Operator/Senior Operator will be dispatched to the area to work with the OIT and to provide training as to how to deal with the new situation.
3. At no time will two (2) OITs be assigned to work in the same area unless it is under the direct supervision of an Operator/Senior Operator.

4. Once an OIT has been signed off in an area, s/he may be assigned to work that area under general supervision; however, it is expected that s/he continues to contact his/her Supervisor, who will dispatch a qualified Operator/Senior Operator when situations outside his/her experience occur to assist him/her to learn how to deal with them. Such interactions will be documented in the area log.
5. While assigned to the crew in a training mode, the OITs will not be used as an excuse to allow additional crew members to take time off. The OIT is not to be assigned to operate an area without direct or close indirect supervision until they have been signed off in the area.
6. In the event that the Supervisor has determined the crew size has dropped below the level required for safer operation of the plant, an OIT may be used to operate an area for which they have been signed off without requiring the call in of an Operator. In this circumstance, the Supervisor will assign, in writing, an upgrade subject to Article 16.2 of the Collective Bargaining Agreement.
7. Once an OIT has been signed off in an area and has worked the area on shift for a period of six (6) months (from the date of sign off) to gain proficiency, s/he will normally be returned to day operations. In the event management has a legitimate business need to retain the signed off OIT beyond the timeframes specified herein, the issue shall be referred to the LMC for review and discussion, to ensure that the training needs of other OITs are not negatively impacted.

Definitions:

Direct Supervision – An employee shall be considered as working under direct supervision when working alongside or in the immediate vicinity of another employee who has been assigned responsibility for training the lower level employee.

Close Indirect Supervision – An employee shall be considered as working under close indirect supervision when a higher level employee is assigned primary responsibility for the area or tasks and is present in the general work area of the trainee.

General Supervision – An employee shall be considered as working under general supervision when working independently with a minimal level of supervision that is typical of a journey or higher level employee.